

**Educational Developers Caucus (EDC) of the  
Society for Teaching and Learning in Higher Education (STLHE)**

**Meeting of the EDC Executive**  
Wednesday, February 11th; 9-11 AM (PST); 12-2 PM (EST)

**Minutes**

1. Adoption of the agenda
2. Minutes of previous meeting approved
3. Conference (Alice, Ruth and Janice)
  - Unveiling of logo plans and unveiling of 2010 location added to closing session
  - Janice outlined plans for bus transportation at conference
  - Review of schedule for conference and GM agenda
    1. Ruth to add mention of 5-yr plan pro-d at GM to program schedule and registrant e-mail
  - Speaking slots confirmed
    1. Welcoming remarks sequence to be Teresa, then the reading from *Silences*, then Joy, then Janice (overview of conference and housekeeping), then Ruth will introduce Mark Federman (plenary speaker); Alice will thank the speaker and summarize the review process just before the break
    2. Jeanette to introduce the closing plenary; Teresa to thank and unveil logo, 2010 conference location
  - GM agenda
    1. The special meeting; Teresa to add to end of GM to highlight by-law changes
    2. Add Cathie Baillie to GM agenda at IIIb (Teresa)
    3. Erika Kustra will indicate that 2 incumbents on exec have agreed to stand for re-election (Ruth, Jeanette) and will review the process to be followed for other nominees (Teresa to contact Erika)
    4. Add grants program, and thanks to conference reviewers to GM (Teresa)
    5. Secretary's report at GM; highlight current # of members (Ruth)
    6. Teresa to revise GM agenda, send to exec; Jeanette to send to membership
  - MOU received and signed ; Teresa to bring copies to conference
  - Formal invite to Sylvia to attend the GM (Teresa)
  - Meeting with of exec at 12:45 in GM room (SW103) to prepare
  - Note need to add notice of intent to publish registrant list and emails, and allow for opt-out (privacy notice); Ruth to add this to registrant email
4. Communications (Jeannette)
  - Logo has been selected; to be revealed at GM (Ruth to make arrangements); formal thanks to Creative Creature for a very positive experience to be sent by Jeanette; Jeanette to write a brief summary of process used to develop logo, for Teresa's use at unveiling
    1. Ruth will investigate the making of logo lapel pins for conference
  - Bylaw changes – items and process for special meeting reviewed
5. Secretary's update (Ruth)

- Documenting our motions; **Ruth** will begin keeping a separate ongoing list of executive motions that may affect future executive decisions; to be kept with Secretary's records and handed on to next Secretary
6. Budget 2009 (Janice)
- There will be a very brief review of the budget cycle at the GM (**Janice**)
  - Janice noted that her travel budget will be cut next year, and she may need to make choices about conference attendance
7. ProD (Alice)
- The 5-year plan and evolution into our living ProD document—review of inputs from Exec and discussion of how to proceed at GM (please see **Alice's email and attachment of Feb 2<sup>nd</sup>**)
8. Advocacy and leadership (Teresa)
- Taskforce struck on admin support for the society—Teresa as a member
  - Discussion of elections process (see Jeanette's email of February 3<sup>rd</sup>)
  - Discussion of progress towards college award for excellence in teaching
    1. **Ruth** asked (as Chair of college SIG) to convey the EDC's support and ask the membership how the EDC can best help advance this task
    2. **Teresa** will also write a formal letter to STLHE expressing her disappointment in the decision
9. Adjournment and **next meeting**
- Confirming next meeting: **Wed Mar 18**, usual times; also meeting at EDC at Ruth's house 5:30 pm Sunday Feb 22 (directions sent previously)